

Pre-Proposal Conference Summary  
**Community Wind Services Contract**  
**For the Maryland Energy Administration**  
**PROJECT NO. DEXR4400001**  
November 1, 2013, 11a.m. at  
Maryland Energy Administration  
Conference Room  
60 West Street  
Annapolis, MD 21401

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at 60 West Street, on November 1, 2013. An attendance list with the names of those attendees signing in is Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. Ms. Maria Ulrich, the Procurement Officer, convened the conference, recognized the MEA people present, and reiterated that all vendors sign in.

Mr. Norman Grinnell, Assistant to the Procurement Officer; Mr. Jeremy Rosendale, MBE Liaison for the Executive Department, and Mr. Andrew Gohn, the Contract Manager, then reviewed the RFP and relevant attachments shown below:

- Note: Amendments 1 and 2 have been published and addressed minor corrections, a change to the evaluation criteria, and changed the wording regarding liquidated damages relating to MBE compliance.
- Section 1—General Information (reviewed relevant points related to method, type, duration, terms and conditions of the solicitation)
- Section 3—Scope of Work review to include purpose; background; the anemometer loan program; Game-Changers follow-up; regional outreach; staffing ; and other requirements
- Section 4—Proposal Submission Format (reviewed all the elements required to meet administrative and content requirements for technical and financial proposals)
- Section 5—Evaluation Criteria and Selection Procedure (explained evaluation process and how State selects “the most advantageous” proposal)
- Attachment A—Contract (Sec 27, Subcontracting/Assignment; Sec 35; Liquidated Damages for failure to make good faith efforts to comply with MBE subcontracting goals)
- Attachment B—Bid/Proposal Affidavit (described the purpose of the affidavit and emphasized all blanks are to be filled in.)(required submission)
- Attachment C—Contract Affidavit (explained contract affidavit is a reaffirmation of bid/proposal affidavit and not required to be submitted with the proposal)
- Attachment D—Minority Business Enterprise Participation (explained 10% requirement and fact some MBE forms errors are not curable and that forms must be submitted to remain as an Offeror)(required submission)
- Attachment F— Price Proposal Instructions and Form (discussed elements of price sheets and the administrative requirements)(required submission)
- Attachment G— Living Wage Requirements for Service Contracts (discussed requirements of Maryland law and Living Wage requirements) and the associated Affidavit (required submission)
- Attachment P—Wind Measurement Equipment Inventory

The floor was then opened to questions. Questions from the floor covered a wide variety of topics to include invoicing, game-changer scope detail, data formats, and geo-tech considerations for site surveys. Although most of the questions asked were answered, Mr. Grinnell reinforced to the attendees that even questions asked and answered at the conference should be re-asked formally by e-mail if the questioner wanted a formal, coordinated and authoritative response. The significance of this point is that any verbal response to a question was a best effort to be open and forthcoming about requirements and could possibly be in error. Accordingly, no matter how straightforward the question and answer might be, it should be asked formally if an Offeror is to be able to rely upon the answer.

This summary of the Pre-Proposal Conference will be prepared and disseminated, at no charge, to all vendors who have expressed an interest in this solicitation and those attending the Pre-Proposal Conference. Responses to formal, written questions and the subsequent answers will also be posted on the MEA website and eMarylandMarketplace.com but will not include the verbatim exchange for questions asked at the Pre-Proposal Conference. Any attendee wishing to have a verbatim transcription was asked to contact Mr. Tim Atkinson at Free State Reporting at 410-974-0947; 301-261-1902; or 1-800-231-TYPE

Date Issued: November 4, 2013

Maria Ulrich



Procurement Officer

1 Attachment.

Community Wind Services Pre-Proposal Conference Attendance List

## Community Wind Services Contract Pre-Proposal Conference Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Christopher Burgess Chief Operating Officer Alpha Energy	<a href="mailto:cjb@alpha-energy.com">cjb@alpha-energy.com</a>	1-888-777-2813	409 Chester Ave. Suite B Annapolis MD 21403	Y
Marcellus Butler President Alpha Energy	<a href="mailto:msb@alpha-energy.com">msb@alpha-energy.com</a>	1-888-777-2813	409 Chester Ave. Suite B Annapolis MD 21403	y
Dr. George Evans CEO Cesarie, Inc.	<a href="mailto:drgevans.mdrgroup@gmail.com">drgevans.mdrgroup@gmail.com</a>	877-629-1110	8775 Cloudleap Court Suite 200 Columbia MD 21045	Y
Neca E. Rocco Executive Vice President Cesarie, Inc.	<a href="mailto:nrocco@cesarie.com">nrocco@cesarie.com</a>	877-629-1110	20609 Reisterstown Rd. Baltimore MD 21215	Y
Kate Culzoni Consultant Council Fire	<a href="mailto:kculzoni@councilfire.com">kculzoni@councilfire.com</a>	443-282-8982	222 Severn Ave. Ste 48 Blg. 1, 1sr floor Annapolis MD 21403	
Rebecca L. Rush Owner Derp Technologies, LLC	<a href="mailto:leap@dertech.net">leap@dertech.net</a>	301-797-4146	50 Broadway Hagerstown MD 21740-4020	
Jeanette Ortiz, Esq. Greenwill Consulting Group LLC	<a href="mailto:jortiz@greenwillgroup.com">jortiz@greenwillgroup.com</a>	410-703-5352	121 Cathedral Street, Suite 1C Annapolis MD 21401	
Janice Wiles Land Cultural Preservation Fund, Inc	<a href="mailto:Janice.wiles@gmail.com">Janice.wiles@gmail.com</a>	240-626-5209	4 E Church St. Frederick MD 21701	
Robert C. Kolmansberger Air Quality & Acoustical Scientist Navarro & Wright	<a href="mailto:rkolmansberger@navarrowright.com">rkolmansberger@navarrowright.com</a>	717-441-2216	151 Reno Avenue New Cumberland PA 17070	Y
Enrique M. Melendez Vice President Paragon Project Resources Inc.	<a href="mailto:Enrique.melendez@2paragon.com">Enrique.melendez@2paragon.com</a>	443-254-0423	2314 Annapolis Ridge Court Annapolis MD 21401	Y
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